

# Covid 19 Ongoing Risk Assessments Jan 2021 – Abbey Court School

(Risks assessments added/updated as and when needed: this update as per Gov.uk Guidance for full opening: Schools 28/8/20 (updated 22/10/20); Updated Special School guidance November 20; Guidance New National Restrictions from 5 November 1/11/20) and with reference to “Guidance for full opening: special schools and other specialist settings; Updated 31 December 2020.

Essential measures continue to include:

- the requirement that people who are ill should stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in the setting and, wherever possible, minimise the potential for contamination as much as is reasonably practicable

(Risks assessments added/updated as and when needed)

## Use of Touch

**Spread/risk of contracting COVID-19 due to physical contact to a person who may have symptoms of the disease or may be asymptomatic, but potential remains.**

### Use of Touch during COVID 19 Pandemic

Due to the level of need of pupils in their personal care needs and the support needed to facilitate learning, staff will be required to interact with pupils physically at periods throughout the day. In line with the school Learning policy, all pupils will be enabled to be as independent as appropriate with staff encouraging personal development in self-care.

#### · Entry into school

On arrival at school, pupils will require support to remove a mask, if they are wearing one, and to use alcohol gel to wash their hands and equipment. This support will be for the minimum time possible. As appropriate pupils will be supported to their classroom following the one-way system. This will be for the minimum time and offering the minimal support needed. Pupils will be enabled to do as much for themselves as possible, for instance, carrying their own bags.

As much as possible staff from the pupil's bubble will meet them at the door, if this is not possible, staff will ensure they wash their hands before and after interaction with pupils from an alternative bubble.

#### · Arrival into class

Pupils will be guided into class and their personal belongings stored as required. Pupils will be enabled to do as much for themselves as possible with minimal physical support given for the minimum amount of time necessary.

- Supporting learning activities

Pupils will require levels of physical support appropriate to their needs (see Learning Policy) This will include support required to access interventions as well as curriculum learning, for example, MOVE and physiotherapy programmes. Physical support will be given for the minimum amount of time needed and at the minimum level required.

- Personal Care needs

#### Eating

Individual Eating plans and Dysphagia risk assessments will be followed with physical support given as recommended in the documents. Support will be at a minimal level for the minimum amount of time required. Pupils will be enabled to meet their own needs as much as appropriate.

#### Toileting

Toileting programmes will be followed to support pupils as appropriate to their needs. PPE equipment (gloves and aprons) will be worn by staff when supporting pupils in the toilet and support will be at the minimum level for the minimum amount of time.

#### Dressing/undressing

Pupils may require support with dressing and undressing, including putting coats on and off. This support will be at a minimum level for a minimum amount of time.

- Physical activity

Pupils taking part in physical development activities, such as, riding bikes or accessing playground equipment may require support to ensure their safety. This support will be at a minimum level for a minimal amount of time.

- Manual Handling

Some pupils will require physical support to access equipment, meet their personal care need and provide changes of position as documented in their manual handling risk assessments. Supporting staff will follow guidance from the risk assessment, with minimal physical contact and for the minimal amount of time required to meet pupil need.

- Behaviour management support

To ensure the safety of pupils, their peers and staff, some pupils may require physical interventions when demonstrating challenging behaviour. Touch support, one and two person escorts will be used in line with the schools Behaviour Policy. Physical interventions will be used as a last resort and for the minimum amount of time required. Behaviour Support plans will be followed for relevant pupil

3/9/2020; 23/9/20; 4/1/21

### Social Distancing

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to proximity to a person who may have symptoms of the disease or may be asymptomatic, but potential remains.</b>	
Additional information	
Score 3 Severity 4 Likelihood	12
Adherence to social distancing rules when unexpected visitors/unforeseen events arrive at school	

S1/S2 classes to remain at the Cliffe Road site to reduce risks	
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• The school has informed parents, staff not to enter the school if they are displaying any symptoms of coronavirus</li> <li>• Parents/Transport receive guidance on school times for their child and protocols set out for arrival at school i.e. should follow staff members instruction, one vehicle at a time and should not congregate inside the school foyer;</li> <li>• Parents issued school risk assessment so they understand risks and protocols</li> <li>• Parents issued with covid-19 flow chart regarding having symptoms or being in contact with someone having symptoms</li> <li>• Staff are briefed and consulted on school procedures and the plans for school reopening;</li> <li>• Staff have had sufficient training and briefing regarding infection control and school protocols which is continually updated in briefings as guidance changes;</li> <li>• Staff are up to date on other related guidance and support in relation to stress and wellbeing including:</li> <li>• Care First support and details are available to staff including confidential employee help lines;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively and key leaders have been identified</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and direction of movement around school), have taken place, including additional training.</li> <li>• Cleaning protocols in place</li> <li>• Cleaning protocol in place in event of a symptomatic pupil/staff on site</li> <li>• <b>If it is confirmed that someone has been present in school and is tested positive for Covid-19 the school must inform the NHS Business Services Authority : (The Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 selecting option 1</b></li> </ul> <p><b>(They will carry out a risk assessment, inform PHE (SE) and work with the school to agree the next steps)</b></p> <p>Score 3 severity 3 likelihood</p>	9

20/7/20; Updated 25/8/20; 3/9/20; 23/9/2021/10/2020; 4/1/21

## Arrival and Departure from school

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day including:</b> <ul style="list-style-type: none"> <li>• <b>Arrival/Departure to/from the school.</b></li> </ul>	
Additional information	
Avoidance of groups gathering for arrival/home times	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Protocol for arrival departure at school (One vehicle at a time), this information has been shared with parents via the risk assessment.</li> <li>• Parents/Escorts are instructed to not congregate in the foyer</li> <li>• Staff on duty remind parents/transport staff to leave the site once their children have entered the building;</li> <li>• No visitors to enter the school building (Except in exceptional circumstances with prior agreement of the headteacher)</li> <li>• All pupils to be supported to use hand sanitiser on arrival/departure</li> <li>• Bus times reviewed to enable social distancing (eg leaving from classrooms)</li> <li>• Any face coverings worn by pupils on arrival at school must be removed and disposed of (If Reusable, tied in a plastic bag and sent home at the end of the day)</li> </ul>	
Score 3 severity 3 likelihood	9

20/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/2020; 4/1/21

## Individual staff needs

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to staff disabilities/support needs</b>	
Additional information	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Pertinent individual Staff (EG due to pregnancy or clinically vulnerable) have a personal agreed risk assessment in place to agree the school protocols and adjustments that can be made to enable them to work in school if possible</li> <li>• Staff who are clinically extremely vulnerable can return to school to follow the risk assessments and protocols that are in place as per</li> </ul>	

the guidance for the full opening of schools (28/8/20) unless further guidance by the government provides further advice for working from home.	
Score 3 severity 3 likelihood	9

20/7/20 Updated 25/8/20; 3/9/20; 23/10/2020; 1/11/20; 4/1/21

### Face Masks

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to inappropriate or ineffective use of face masks</b>	
<p><b>Additional information</b></p> <p>The government is not recommending universal use of face coverings in all schools.</p> <p>Based on current evidence (28/8/20) and the measures that school are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary <u>in the classroom</u> even when social distancing is not possible</p> <p>However, staff will wear face masks whilst <u>not</u> working with pupils or in their class bubbles eg staff rooms; training sessions, briefings etc (See face mask protocol, below).</p>	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Parents/Carers are advised not to send their children to school in a face mask</li> <li>• Face masks are likely to become very quickly soiled or unsafe and will therefore be removed on arrival at school and disposed of (if they are single use) or placed in a tied plastic bag for returning home.</li> <li>• Infection control: Pupils will be encouraged to place their face mask in the waste or the plastic bag. When staff need to remove the mask they will wash their hands for a minimum of 20 seconds immediately.</li> <li>• Pupils will also wash/sanitize their hands after removal of the face mask</li> </ul>	9
Score 3 severity 3 likelihood	

3/9/20; 23/9/20; 4/1 21

<b>Staff face mask protocol</b>
A face covering should be considered as part of the school code of dress and therefore should not carry slogans; have funny faces or present in any way that could be deemed

unprofessional or offensive. They should also not be worn in the presence of pupils where it

- can be contaminated and increase the risk of transmission
- can frighten them and limit clarity of communication with them.
- can be grabbed or pulled creating additional risks/injury to the face/ears

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it as in the point above
- avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

**4/1/01**

### **Staffing**

<b>Hazard</b>	<b>Score</b>
<b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day by staff including: Lack of staffing / insufficient staff ratios</b>	

Additional information	
<p>The headteacher, supported by senior leaders, formally reviews weekly (informally as information comes to light) the staff availability; including the specific range of staff needed in school and the skills/training of staff to meet specific needs.</p> <p>Ventilation: preferably open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p> <p>Staff shortages: In light of the additional risks of the new variant, there will be no redeployment of staff from other class bubbles but where possible supply staff will be employed to support classes that are short staffed. If insufficient staff are available to safely keep a class bubble open then the class will have to be temporarily closed until staff are available again.</p> <p>Parents/Carers will be called to collect their children asap.</p> <p>Score 3 Severity 4 Likelihood</p>	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Self-isolating if staff have symptoms – or departure from school immediately symptoms arise (and access test for virus)</li> <li>• Increased regularity of hand cleaning following the NHS advice</li> <li>• Follow ‘Catch it, bin it, kill it’ protocol for coughs and sneezes</li> <li>• Avoid as much as possible touching your face</li> <li>• Follow cleaning protocols including regular wiping of surfaces etc with diluted Milton provided by the site team (Continue to adhere to storage of Milton to prevent access by pupils)</li> <li>• Limit your contact with colleagues and social distance at all times possible</li> <li>• Limit the use of shared resources that are taken home – to restrict potential spread of the virus</li> <li>• Read the updated policies including Safeguarding and Behaviour policies (These are also discussed in briefings).</li> <li>• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• The school has provided additional spaces for staff break time: Staff need to judge that the staffroom and any additional locations provided for safe distancing can safely accommodate current staff numbers at safe distance from each other at any given time;</li> <li>• Staff will be provided with and wear PPE when required in accordance with government guidance and school policy. These are available in the pertinent areas (eg Isolation room; changing rooms etc)</li> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> <li>• Staff to wear face masks whilst <u>not</u> working with pupils or in their class bubbles eg staff rooms; training sessions, briefings etc. (“It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society”)</li> </ul>	9
Score 3 severity 3 likelihood	

20/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/20; 24/11/20; 4/1/21

### Attendance

Hazard	Score
<b>Attendance figures – likely to be affected by pupil absence</b>	
Additional information	
Score 3 Severity 4 Likelihood Gov expects registration to be taken for those pupils attending when reopened. Full absence management protocols in place. There is likely to be some impact on rate of attendance Where pupils are not able to attend school as parents/carers are following clinical or public health advice, or a class bubble has closed the absence will not be penalised On occasions where the guidance offers parental choice regarding attendance, and Parents complete leave of absence requests then the absence will not be penalised	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Register will be taken</li> <li>• Parents be held to account for keeping their children home during this time with absence considered empathetically on a case by case basis</li> <li>• Protocols will continue – if a pupil who is expected in school does not attend, the usual monitoring phone calls will take place.</li> </ul>	
Score 3 severity 12 likelihood	12

22/7/20 Updated 25/8/20; 3/9/20; 4/1/21

### Hazardous Substances

Hazard	Score
<b>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</b>	
Additional information	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	



<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to site and cleaning staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by site staff</li> </ul> <p>Appropriate PPE is available for all cleaning including face masks for cleaning of potential coronavirus event</p> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 23.9.20; 4/1/21

### Large groups

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day including</b></p> <p><b>Large group gatherings (eg assemblies)</b></p> <p><b>Class groupings</b></p> <p><b>Pupil interactions</b></p>	
<p>Additional information</p> <p>Ventilation: preferably open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	
<p>Score 3 Severity 4 Likelihood</p>	12
<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>• For the time-being there will be no assemblies. Collective worship will take place in class groupings daily</li> <li>• Pupils are kept in class groups as they cannot socially distance themselves at all times; (Bubbles = Class groups)</li> <li>• The class group will not interact with other groups within the school day</li> <li>• Membership of class groups will not be regularly changed/pupils swapped</li> <li>• Pupils are allocated resources and are not encouraged to share and staff will clean these after use;</li> <li>• Pupils are regularly reminded not to touch their or other students faces;</li> <li>• Where possible classes/activities will be completed outside; and windows/openings will be used to maximise ventilation. Staff will take every opportunity to maximise ventilation whilst rooms are in</li> </ul>	

<p>use without compromising fire security or staff/pupil comfort (temperature)</p> <ul style="list-style-type: none"> <li>• Play equipment will be used in rotation. Equipment is cleaned after use by each designated class group; including the wiping down of minibuses/MPVs between use by different class bubbles</li> <li>• The timetable has been reviewed to decide which activities cannot be delivered - to reduce movement around the school and across sites</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/20; 24/11/20; 4/1/21

## Hygiene

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of hand-washing and general poor hygiene.</b>	
<b>Additional information</b> Staff will build the following routines into the school culture, supported by behaviour expectations and helping pupils to understand the need to follow them or follow them out of habit.	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Hand sanitizing is supported by staff at the doors at the start and end of the day for children (Staff use the washing facilities in these locations)</li> <li>• All those entering the school are required to wash (staff)/sanitise (Pupils) their hands;</li> <li>• Hand washing sinks are located within each toilet;</li> <li>• Signage is in place reminding staff (and pupils) to wash their hands and how to do it effectively;</li> <li>• Pupils and staff have been shown how to wash hands properly (and ongoing);</li> <li>• Hand washing is regular throughout the day and required at the following times: (Do not use sinks intended for food hygiene/washing plates/cutlery to wash hands)</li> </ul> <ol style="list-style-type: none"> <li>1. Arrival and departure to/from the school;</li> <li>2. After using the toilet;</li> <li>3. Before and after eating;</li> <li>4. Before and after supporting primary care needs (Including feeding, medical needs, supporting pupils at lunchtime)</li> <li>5. Before and after food technology and snack times</li> </ol>	

<p><b>(Class teachers to create visual class timetables on display to show regular times for hand cleaning through the day including the times above).</b></p> <ul style="list-style-type: none"> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. (and If tissues are not readily available when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel for drying hands. Hand dryers not currently in use.</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 4/1/21

### Cleaning measures

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of adequate cleaning measures.</b></p>	
<p>Additional information</p>	
<p>See 'Cleaning Protocols' Score 3 Severity 4 Likelihood</p>	12
<p><b>Controls</b></p> <p>Implementation of additional cleaning protocols – see "Cleaning Protocols" for detail. Supported by all members of staff in addition to cleaning team. This includes the following:</p> <ol style="list-style-type: none"> <li>1. Frequent cleaning of classrooms, Toilets, and frequently used areas of the school</li> <li>2. Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. <ul style="list-style-type: none"> <li>• Classrooms will be wiped down before lunch breaks and (Before and after school);</li> <li>• Common areas will be cleaned twice a day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person/bubble;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a pupil has developed symptoms and isolated to minimise spread), the room will be closed for 72 hours and then deep cleaned as per 'protocol after a pupil is showing symptoms'</li> <li>• In addition to the cleaning of the school minibuses/MPVs by site staff, school support staff will wipe down door handles, seats and other regularly touched areas after use.</li> </ul> </li> </ol> <p>Score 3 severity 3 likelihood</p>	9

22/7/20 Updated 25/8/20; 3/9/20; 4/1/21

## First Aid

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of First aid measures. Including:</b></p> <ul style="list-style-type: none"> <li>• First aid resources</li> <li>• trained first aiders;</li> <li>• <b>Dealing with a suspected case of Covid- 19;</b></li> <li>• Inappropriate handling / removal of clinical waste</li> </ul>	
<p><b>Additional information</b></p> <p>Treating any casualty properly should be the first priority. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands</p> <p>Ventilation: preferably open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p> <p>Managing individuals with Covid-19 symptoms in school: see below and also refer to 'Individual develops coronavirus (COVID-19) symptoms flow-chart'</p>	
<p>Score 3 Severity 4 Likelihood</p>	<p>12</p>
<p><b>Controls</b></p>	
<ul style="list-style-type: none"> <li>• Sufficient first aiders for the school including paediatric First aid (An additional 16 first aiders have trained re. Paediatric protocols)</li> <li>• Where a pupil shows symptoms of COVID-19 they will be isolated in a room* supported by a member of staff until the parents/carers collect - Windows should be opened for ventilation where possible. (Where a Member of staff develops symptoms, they will immediately leave school to self-isolate and arrange to be tested for covid-19)</li> <li>• If the pupil needs to go to the toilet whilst waiting to be collected the must use a separate toilet area and this room must also be cleaned and disinfected following the guidance below.</li> <li>• <b>Engage with the NHS Test and Trace process:</b> Parents instructed to have child tested for covid-19 and to advise the school of the outcome of the test if positive</li> <li>• Parents provided with covid-19 flow chart regarding protocols of suspected case or being in contact with a suspected person who has Covid-19</li> <li>• Names of anyone who has or may have covid-19 are confidential.</li> <li>• Staff required to assist the pupils will wear full PPE including, apron, gloves, and face mask these are located in the isolation rooms;</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> <li>• Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, <b>do not</b> need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>○ The symptomatic person subsequently tests positive</li> <li>○ They develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>○ They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</li> </ul> </li> <li>• Follow guidance in school document 'Protocols after a pupil has shown symptoms of Covid-19' to be adhered to. This includes guidance on <b>waste disposal measures</b></li> </ul> <p><b>*Medical Treatment room at Primary and Therapy room at Secondary</b></p> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 22/10/20; 23/10/20; 24/11/20; 4/1/21

### Personal Care

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to meeting primary care needs of pupils</b></p>	
<p>Additional information Ventilation: preferably open high-level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	
<p>Score 3 Severity 4 Likelihood</p>	12
Controls	
<ul style="list-style-type: none"> <li>• Staff wear single use disposable gloves and aprons as per the school H&amp;S policy</li> <li>• Staff adhere to the intimate care policy and H&amp;S policy</li> <li>• Staff carrying out intimate care do so following the safeguarding and behaviour policies</li> <li>• Staff carrying out intimate care are trained in Manual Handling</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff will adhere to the school's covid –19 'Cleaning Protocols' and in the 'Protocol after a pupil is showing symptoms' document.</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 24/11/20; 4/1/21

## Visitors

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures for <u>visitors</u> to the school, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Parents;</b></li> <li>• <b>Maintenance contractors;</b></li> <li>• <b>Visiting Teachers and Therapists;</b></li> <li>• <b>Deliveries</b></li> <li>• <b>Other visitors</b></li> </ul>	
<p>Additional information</p> <p>A record should be kept of all visitors <i>with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</i></p> <p>Ventilation: preferably open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off/Collect items for pupils, they will be left at the foyer for staff to collect (following handling/Wiping down protocols);</li> <li>• The LG/SMT are able to use digital platforms or Teleconference with parents when meetings are required (ARs)</li> <li>• For those who have to enter the school foyer, counter-top reduces the risk to school staff (hands free telecom system also available to talk to visitors remotely)</li> <li>• Visitors will only be permitted into the school if they have an approved appointment for exceptional reasons (eg immunisation providers; external advisers);</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until the meeting can go ahead eg interviews (Staff need to attend reception in good time to meet an agreed visitor);</li> <li>• social distancing measures will be adhered to at all times;</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security.</li> </ul>	

<ul style="list-style-type: none"> <li>• Deliveries will be accepted at the foyer and school staff will bring the items into the school;</li> <li>• Maintenance contractors only access the school with prior agreement and, unless in an emergency, out of pupil hours.</li> </ul>	
Score 3 severity 3 likelihood	9

22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 21/10/2020; 23/10/20; 24/11/20; 4/1/21

### Fire procedures

Hazard	Score
<b>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</b>	
<b>Additional information</b> The Fire and evacuation procedures have been updated to account for the context of the pandemic	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
Fire drill procedure (updated) in place including: <ol style="list-style-type: none"> <li>1. Safe assembly of occupants (in bubbles);</li> <li>2. Safe exit via the nearest exit;</li> <li>3. Training occupants of any changes to evacuation via briefings and fire drill;</li> <li>4. Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>5. Reduced access to school by visitors enables safer sweeping and evacuation;</li> <li>6. Whilst classes are in the assembly points they will remain in the class bubbles, separate from other classes</li> </ol> <ul style="list-style-type: none"> <li>• All other fire system testing and maintenance is maintained as normal.</li> </ul>	
Score 3 severity 3 likelihood	9

22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 4/1/21

### Pupil behaviour

Hazard	Score
<b>Pupil behaviour likely to increase due to their lack of understanding of the current constraints particularly pupils with challenging behaviour. Temporary changes in school that may have an impact on pupils (See updated behaviour policy)</b>	
Additional information	
Score 3 Severity 5 Likelihood	15

<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Updated behaviour policy which identifies the changes likely to impact upon pupil behaviour (Positively or negatively)</li> <li>• Updated behaviour policy which identifies the approaches to the support of pupil behaviour</li> <li>• Staff trained in PROACT-SCIPr-UK</li> <li>• Staff trained in approaches to supporting Mental Health and Welbeing</li> <li>• Flexibility in timetable to support pupil need</li> <li>• Additional teaching space to effectively manage teaching groups</li> <li>• Individual behaviour support plans in place will be monitored according to any changes in behaviour</li> <li>• Pupil behaviour reported and monitored on Behaviour Watch</li> <li>• All staff provided with the updated behaviour policy</li> <li>• All staff provided with updated safeguarding policy</li> <li>• Transition for some pupils return to school in first two weeks of September in order to support their return effectively</li> <li>• Pupils who spit or use saliva as a sensory stimulant will need more opportunities to wash their hands as will staff working with them (Build these into a routine so that these pupils come to accept and expect it).</li> </ul> <p>Score 3 severity 3 likelihood</p>	9

22/7/20 Updated 25/8/20; 3/9/20; 4/1/21

### Sharing equipment

Hazard	Score
<b>Risk of spread and contracting Covid-19 through the use of contaminated shared equipment.</b>	
Additional information	
Score 3 Severity 4 Likelihood	
<p>Access to shared equipment (EG playground; sensory room; resource areas; minibuses) between pupils presents additional risk for spread/contracting the virus</p> <p>Access to shared equipment passed between pupils during play/teaching sessions presents additional risk for spread/contracting the virus</p>	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Avoid activities that involve passing an item from one pupil to another (eg in lesson introduction)</li> <li>• Where equipment does need to be handled by one pupil then another, thoroughly wipe down the item after each access. In any case, no items that intentionally involve, for example, blowing onto (Birthday cake) or blowing (Whistle) etc.</li> </ul>	



<ul style="list-style-type: none"> <li>• Timetabled access to play equipment (Mobile and fixed). After use to be wiped down prior to access by next group</li> <li>• Follow cleaning protocols for access to facilities to be shared on a rota/timetabled bases eg resource rooms/minibuses</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 4/1/21

## Hydrotherapy

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during <u>Hydrotherapy</u> sessions including:</b></p> <p><b>Lack of staffing / insufficient staff ratios</b></p> <p><b>Access to changing room</b></p> <p><b>Cleaning regimes</b></p> <p>The Pool Water Treatment Advisory Group (PWTAG) and Public Health England advise, 'it is generally safe to go swimming at this time as water and the chlorine within swimming pools will help to kill the virus'. (21.9.20)</p>	
<p><b>Additional information</b></p> <p>Of concern is the interaction that pool users have with each other beyond the swimming activity. The novel coronavirus (COVID-19) situation is evolving and characteristics of the virus are still being determined.</p> <p>Access to shared equipment (EG changing room; swimming aids; poolside) between pupils presents additional risk for spread/contracting the virus</p> <p>Access to shared equipment passed between pupils during play/teaching sessions presents additional risk for spread/contracting the virus</p> <p>Spread/risk of contracting COVID-19 due to lack of adequate cleaning measures.</p> <p>Avoidance of different bubbles gathering/sharing changing facilities</p> <p>See 'Cleaning Protocols during pandemic'</p> <p>Score 3 Severity 4 Likelihood</p>	12
<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>• Adhere to the school swimming pool policy with regard to oversight of pupils, and health and safety protocols. Additionally:</li> <li>• Increased regularity of hand cleaning following NHS advice</li> <li>• Follow 'Catch it, bin it, kill it' protocol for coughs and sneezes (People who are unwell or exhibiting symptoms of the virus should not go swimming).</li> <li>• Avoid as much as possible touching your face</li> <li>• Follow cleaning protocols including regular wiping of surfaces etc with diluted Milton provided by the site team (Continue to adhere to storage of Milton to prevent access by pupils) it is the hard surfaces that are found around the pool and the proximity of other people that pose a risk rather than the pool water.</li> <li>• Limit your contact with colleagues and social distance at all times possible</li> </ul>	

<ul style="list-style-type: none"> <li>• Avoid the use of shared resources (eg flotation aids) during a session and clean these at end of the session – to restrict potential spread of the virus</li> <li>• Read the updated policies including Safeguarding and Behaviour policies (These are also discussed in briefings).</li> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times</li> <li>• <b>Changing rooms and equipment</b> (including lifesaving equipment • Swimming teaching equipment used) will need to be cleaned by staff at the end of a session prior to the next class bubble accessing the pool (Changing rooms cannot be shared by pupils from different classes).</li> <li>• Support pupils to use Hand gel / hand washing facilities on entry and exit of the changing rooms</li> <li>• Hairdryers should not be used unless it is possible to effectively socially distance for example at least 3 metres apart from others</li> <li>• Limit face to face support, where possible support from behind the pupil where necessary</li> </ul> <p>CLEANING</p> <ul style="list-style-type: none"> <li>• The Hydro pool has cleaning, sanitising and disinfection protocols along with the rest of the school premises (see ‘Cleaning protocols during a pandemic’)</li> <li>• The cleaning, sanitising and disinfection protocols include:</li> <li>• Changing rooms including furniture and surfaces within the changing rooms or cubicles</li> <li>• Showers</li> <li>• Toilets</li> <li>• Handrails and Door handles</li> <li>• Poolside</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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28/9/2020; 21/10/2020; 18/11/20; 4/1/21

### Exceptional visits to class bubbles

<p><b>Hazard</b></p> <p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures for <u>visitors</u> to class bubbles in school, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Visiting Teachers and Therapists;</b></li> <li>• <b>External advisers</b></li> </ul> <p>Also refer to the risk assessments for:</p> <p>Social Distancing  Hand Washing/Hygiene  Cleaning RA and Protocols  Visitors  Pupil Behaviour  Shared Equipment</p>
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Additional information

A record should be kept of all visitors *with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.*

Ventilation: preferably open high-level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.

Score 3 Severity 4 Likelihood

12

**Controls**

- The LG/SMT are able to use virtual platforms with visitors if meetings are required (Meetings with therapists)
- Visitors will only be permitted into the school if they have an approved appointment for exceptional reasons (eg sensory services; external advisers);
- Visitors will only be permitted to access the areas of the school agreed (EG specific classrooms for observations; meeting room identified as a working base)
- Visitors will not use the staffroom
- Social distancing measures will be adhered to at all times;
- Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security.
- Visitors into class bubbles will be required to wear a face mask and wash hands before and after entering the classroom
- Visitors (and school staff) observing lessons will observe from the side of the room and avoid social/learning interactions with pupils
- Visitors into class bubbles will need to avoid handling equipment and minimise contact with furniture other than the chair provided for them. (Any paperwork, eg the lesson plan should be taken by the observer and disposed of prior to leaving the site)
- Class staff must advise any visitors of any pupil behaviours (EG spitting) that could compromise their safety and anticipate/re-direct pupils who seek to interact with visitors.
- Visitors can be offered and may choose to wear disposable gloves whilst in class bubbles to prevent any accidental contamination

Score 3 severity 3 likelihood

9

21/10/20; 23/10/20; 18/11/20; 24/11/20; 4/1/21

## Face to face training

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during face to face training</b></p> <p><b>Large group gatherings (eg Face to face training)</b></p> <p><b>Physical interactions during training (eg Manual handling; PROACT)</b></p>	
Additional information	
<p>Score 3 Severity 4 Likelihood</p> <p>Also refer to the risk assessments for:            Social Distancing            Hand Washing/Hygiene            Cleaning RA and Protocols            Visitors            Pupil Behaviour            Shared Equipment            Ventilation: preferably open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Staff are not encouraged to share resources and if needed staff will avoid touching their face whilst using and wash hand using the correct protocols both immediately before and after using the equipment. (Clean equipment after use).</li> <li>• Where possible training will be completed outside; and windows/openings will be used to maximise ventilation.</li> <li>• Play equipment will be used in rotation. Equipment is cleaned after use by each designated class group; including the wiping down of minibuses/MPVs between use by different class bubbles</li> <li>• The training must be planned to decide which activities can be delivered, where they can be delivered and how movement around the school can be reduced</li> <li>• Staff to wear face masks whilst <u>not</u> working with pupils or in their class bubbles eg staff rooms; training sessions, briefings etc. (“It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society”)</li> <li>• Where possible staff will remain in specific groups across the training session rather than changing groups</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff comfort (temperature)</li> <li>• Where possible virtual platforms will be used to deliver training to larger groups rather than large groups congregating in one place such as a hall.</li> </ul>	9

Score 3 severity 3 likelihood	
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21/10/20; 23/10/20; 24/11/20; 4/1/21